



# CALIFORNIA AIR RESOURCES BOARD

## DEPARTMENTAL PROMOTIONAL EXAMINATION FOR CALIFORNIA STATE EMPLOYEES

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAWS OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### ACCOUNTANT I (SPECIALIST) EXAM CODE: 4AR07

#### HOW TO APPLY

Applications are available and may be filed in person with or mailed to:

**AIR RESOURCES BOARD**  
Personnel/Examination Section  
1001 "I" Street/P.O. Box 2815  
Sacramento, CA 95812

#### DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination". You will be contacted to make specific arrangements.

**FINAL FILING DATE:** June 18, 2004

Applications (Form 678) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted for any reason.

**SALARY RANGE:** \$2682 - \$3259

#### COMPETITION LIMITED TO STATE EMPLOYEES

Applicants must have a permanent civil service appointment with the Air Resources Board within the past three years and/or the final filing date.

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date.**

Qualifying experience is listed below:

**Experience:** One year of bookkeeping or accounting experience performing duties comparable in level to those of an Accounting Technician in the California state service. **and**

**Education:** Completion of at least 12 semester hours of a professional accounting curriculum.

"Professional accounting curriculum" means core accounting courses that are the required courses needed to obtain a certificate, Associate of Arts or Bachelors degree in Accounting. Unacceptable courses would include

mathematics courses, statistic courses, data processing courses, book-keeping courses and marketing courses.

**NOTE: Applications must contain detailed information such as: title of accounting courses completed; number of semester/quarter units; name of institutions; and completion dates.**

#### SPECIAL PERSONAL REQUIREMENTS

Ability to qualify for a fidelity bond.

A position exists in Sacramento.

#### THE POSITION

Under direct supervision, to perform the more difficult semiprofessional accounting work in the establishment and maintenance of accounts and records for specialized agency activities, departmental systems, and for central fiscal control activities; maintenance of a segment of an accounting function for a State department (e.g., accounts receivable, accounts payable, cash disbursements); and to do other related work.

#### EXAMINATION INFORMATION

This examination will utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is **especially important** that each candidate take special care in accurately and completely filling out their application. List **all** experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. When completing the application include "to" and "from" dates (month/day/year), time base, civil service class titles and/or job titles from the private sector, relevant college or trade school education, certificates, licenses, etc., name(s) or institution(s) and completion dates. **Please read the "Requirements for Admittance to the Examination" carefully** to see what kind of information will be useful to the staff doing the evaluation.

In order to obtain a position on the eligible list a minimum rating of 70% must be attained.

#### SCOPE:

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis will be measured competitively, relative to job demands, based on each of the competitor's:

**A. Knowledge of:**

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**ACCOUNTANT I (SPECIALIST)**  
**JL32/4177 Exam Code: 4AR07**

**FINAL FILING DATE: JUNE 18, 2004**

1. Principles and practices of financial record keeping.
2. Basic principles of accounting.
3. Office methods, procedures, and equipment.
4. Governmental accounting principles and procedures.

**B. Ability to:**

1. Apply rules and regulations to specific cases.
2. Operate common office appliances used in financial record-keeping work.
3. Analyze and draw logical conclusions.

4. Dictate correspondence.

**ELIGIBLE LIST INFORMATION**

A departmental eligibility list will be established for the California Air Resources Board. The list will be abolished **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS PREFERENCE CREDITS** and **CAREER CREDITS** are not granted in promotional examinations.

**GENERAL INFORMATION**

"The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our web-site at [www.arb.ca.gov](http://www.arb.ca.gov)."

**It is the candidate's responsibility** to contact the Air Resources Board, Exam Analyst, **Geoffrey Martinez at (916) 327-3515** three days prior to the written test date if they have not received their notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the Air Resources Board Exam Analyst, **Geoffrey Martinez at (916) 327-3515** three weeks after the final filing date if they have not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach them prior to the day of the interview due to a verified postal error, they will be scheduled upon written request.

**Applications are available** at the State Personnel Board offices, local offices of the Employment Development Department, the Air Resources Board and at **SPB's website @ <http://www.spb.ca.gov>**.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Air Resources Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which the examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, and Los Angeles. However, locations of interviews may be extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examinations, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin. In case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described above, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their efforts toward self-development.

**High School Equivalence:** Equivalent to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**To obtain this document in an alternative format or if you have special accommodation needs, please contact the Air Resources Board ADA Coordinator at (916) 323-4916. For specific examination questions contact the Exam Analyst at (916) 327-3515. TTY/TDD/Speech-to-Speech users may dial 711 for the California Relay Service.**

